

Required Actions	Responsible Party	Deadline Date	Status
Establish Transition Team: <ol style="list-style-type: none"> 1. Charter school board chair 2. Charter school lead administrator/HOS 3. Charter school lead academic administrator 4. Charter school lead special education administrator 5. Charter school teacher(s) 		December 2018	Completed
Establish a Meeting and Reporting Schedule: <ol style="list-style-type: none"> 1. Info Sessions (second semester) 2. Time, dates, and school attendees 	Transition Team	December 2018	In Progress
Submit Final Report <ol style="list-style-type: none"> 1. School submits final report to SPCSA, detailing completion of closure plan 	HOS	August	
Required Actions	Responsible Party	Deadline Date	Status
Reassignment of Students <ol style="list-style-type: none"> 1. Host 2 online (in BBC room) sessions providing basic communications and updates on what to expect 2. Host 2 online sessions on school options 	HOS/Leadership Team	January/February	
Transfer Student Records Send student records to appropriate entity, including: <ol style="list-style-type: none"> 1. IEPs and all records regarding special education and supplemental services 2. Student health/immunization records 3. Attendance records 4. Any testing materials required to be maintained by the school 5. Student transcripts and report cards 6. All other student records Document the transfer of records, including: <ol style="list-style-type: none"> 7. Number of general and special education records transferred 8. Date of transfer 9. Signature and printed name of charter school representative releasing records 10. Signature and printed name of representative receiving records 	Enrollment Team	June-August	